

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII**

**REQUEST FOR PROPOSALS
No.: PSD 13-CPS/BP-26**

**PSYCHOLOGICAL SERVICES FOR
CO-OCCURRING FEMALE
OFFENDERS
IN THE BRIDGE PROGRAM**

Issued January 24, 2013

Note: It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.

January 24, 2013

REQUEST FOR PROPOSALS

PSYCHOLOGICAL SERVICES FOR CO-OCCURRING FEMALE OFFENDERS RFP No. PSD 13-CPS/BP-26

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide psychological services to co-occurring female offenders in the Women's Community Correctional Center (WCCC) Bridge Program.

A single contract will be awarded under this request for proposals. Funding is estimated at \$36,000.00 for the initial contract period of twelve months. The contract may be extended for two (2) additional twelve month periods or portions thereof, subject to satisfactory performance and the availability of funds beyond the initial contract period.

The purpose of the Bridge Program is to successfully reintegrate the offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society. The Bridge Program provides transitional opportunities from institutional living to community **living through** work and re-socialization furloughs. Five (5) of the fifteen (15) beds have been identified for those offenders that have been diagnosed as having co-occurring disorders. Specialized services are needed to address the identified problem areas of the offenders.

Proposals must be postmarked by US mail before midnight on **February 15, 2013** or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on **February 15, 2013** or hand delivered after 4:30 p.m. HST, **February 15, 2013** will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Corrections Program Services will conduct an orientation on **February 1, 2013** from 1:00 p.m. to 2:00 p.m., HST, at 919 Ala Moana Blvd, Room 413, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on **February 6, 2013**. All written questions will receive a written response from the State on or about **February 8, 2013**.

Inquiries regarding this RFP should be in writing to the RFP Contact Person, Mr. Marc S. Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by facsimile (808) 587-1244.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT, February 15, 2013

All Mail-ins and Drop Off Site

Department of Public Safety
Administrative Services Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

PSD RFP COORDINATOR

Marc S. Yamamoto
For further info. or inquiries
Phone: 587-1215
Fax: 587-1244

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., February 15, 2013.

BE ADVISED: All mail-ins postmarked USPS after **12:00 midnight February 15, 2013**, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., February 15, 2013.

Deliveries by private mail services such as FedEx shall be considered hand deliveries and will not be accepted if received **after 4:30 p.m., February 15, 2013.**

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable	1-1
II.	Website Reference	1-2
III.	Authority	1-2
IV.	RFP Organization	1-3
V.	Request for Information Results.....	1-3
VI.	Contracting Office	1-3
VII.	Orientation	1-4
VIII.	Submission of Questions.....	1-4
IX.	Submission of Proposals	1-4
X.	Discussions with Applicants	1-6
XI.	Opening of Proposals	1-6
XII.	Additional Materials and Documentation	1-7
XIII.	RFP Amendments.....	1-7
XIV.	Final Revised Proposals	1-7
XV.	Cancellation of Request for Proposals.....	1-7
XVI.	Costs for Proposal Preparation	1-7
XVII.	Provider Participation in Planning	1-7
XVIII.	Rejection of Proposals	1-8
XIX.	Notice of Award	1-8
XX.	Protests.....	1-8
XXI.	Availability of Funds	1-9
XXII.	Monitoring and Evaluation	1-9
XXIII.	General and Special Conditions of the Contract.....	1-10
XXIV.	Liability Insurance	1-10
XXV.	Cost Principles	1-11
XXVI.	Campaign Contributions by State and County Contractors	1-11

Section 2 - Service Specifications

I.	Introduction.....	2-1
A.	Background.....	2-1
B.	Purpose or need	2-1
C.	Description of the goals of the service.....	2-1
D.	Description of the target population to be served.....	2-2
E.	Geographic coverage of service	2-2
F.	Probable funding amounts, source, and period of availability	2-2
II.	General Requirements	2-3

	A.	Specific qualifications or requirements, including but not limited to licensure or accreditation	2-3
	B.	Secondary purchaser participation.....	2-4
	C.	Multiple or alternate proposals	2-4
	D.	Single or multiple contracts to be awarded	2-4
	E.	Single or multi-term contracts to be awarded.....	2-4
	F.	RFP contact person.....	2-4
III.		Scope of Work	2-4
	A.	Service Activities (Minimum and/or mandatory tasks and responsibilities	2-5
	B.	Management Requirements	2-6

Section 3 - Proposal Application Instructions

		General Instructions for Completing Applications.....	3-1
I.		Program Overview	3-1
II.		Experience and Capability	3-2
	A.	Necessary Skills	3-2
	B.	Experience.....	3-2
	C.	Quality Assurance and Evaluation.....	3-2
	D.	Coordination of Services	3-2
	E.	Facilities	3-3
III.		Project Organization and Staffing.....	3-3
	A.	Staffing	3-3
	B.	Project Organization.....	3-3
IV.		Service Delivery	3-4
V.		Financial.....	3-4
	A.	Pricing Structure	3-4
	B.	Other Financial Related Materials	3-4
VI.		Other	3-5
	A.	Litigation	3-5

Section 4 – Proposal Evaluation

I.		Introduction.....	4-1
II.		Evaluation Process	4-1
III.		Evaluation Criteria.....	4-1
	A.	Phase 1 – Evaluation of Proposal Requirements	4-1
	B.	Phase 2 – Evaluation of Proposal Application	4-2
	C.	Phase 3 – Recommendation for Award	4-4

Section 5 – Attachments

- Attachment A. Competitive POS Application Checklist
- Attachment B. POS Proposal Application - SampleTable of Contents

Section 1

Administrative Overview

Section 1

Administrative Overview

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	Jan. 24, 2013
Distribution of RFP	Jan. 25, 2013
RFP orientation session	Feb. 1, 2013
Closing date for submission of written questions for written responses	Feb 6, 2013
State purchasing agency's response to applicants' written questions	Feb. 8, 2013
Discussions with applicant prior to proposal submittal deadline (optional)	Not applicable
Proposal submittal deadline	Feb. 15, 2013
Discussions with applicant after proposal submittal deadline (optional)	Not applicable
Final revised proposals (optional)	Not applicable
Proposal evaluation period	Feb 21 – Feb 25, 2013
Provider selection	Feb 25, 2013
Notice of statement of findings and decision	Feb 26 2013
Contract start date	Mar. 1, 2013

II. Website Reference

**The State Procurement Office (SPO) website is
<http://hawaii.gov/spo/>**

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11 Campaign Spending Commission	http://hawaii.gov/campaign
12 Hawaii Compliance Express	https://vendors.ehawaii.gov/hce/splash/welcome.html

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview. Provides applicants with an overview of the procurement process.

Section 2, Service Specifications. Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments. Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Public Safety
Corrections Program Services – Substance Abuse Services
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814

Attention: Larry Hales
Telephone: (808) 587-1272
Facsimile: (808) 587-1280

VI. Request for Information Results

Pursuant to Hawaii Administrative Rules (HAR), Chapter 3-142-202(e), compliance with the issuance of a request for information has been waived.

VII. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	February 1, 2013	Time:	1:00 p.m. to 2:00 p.m.
Location:	Department of Public Safety 919 Ala Moana Blvd. Room 413 Honolulu, HI 96814		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VIII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: February 6, 2013 Time: 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: February 8, 2013

IX. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions,

including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS) , Department of Labor and Industrial Relations (DLIR) , and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
 - **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website.

(See subsection 1.2, Website Reference for DCCA website address.)

- E. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail is not allowed.
- F. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- G. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

X. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

XI. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XII. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XIII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIV. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit ~~only~~ the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XVI. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVII. Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

☐ are required

☒ are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

XVIII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XIX. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Ted Sakai	Name: Teresita V. Fernandez
Title: Interim Director	Title: Acting Bus. Mgmt Officer
Mailing Address: 919 Ala Moana Blvd., Room 400 Honolulu, HI 95814	Mailing Address: 919 Ala Moana Blvd., Room 413 Honolulu, HI 96814
Business Address: Same	Business Address: Same

XXI. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXII. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXIII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIV. Liability Insurance

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile, if applicable	Bodily injury \$1,000,000/person \$1,000,000/occurrence Property damage \$1,000,000/accident
Professional Liability, if applicable	\$1,000,000/claim \$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. *"The insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Public Safety, PPB Office, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814."*
2. *"The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."*

3. *"It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

XXV. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

XXVI. Campaign Contributions by State and County Contractors

Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

Section 2

Service Specifications

Section 2 Service Specifications

I. Introduction

A. Background

The Bridge program at the Women's Community Correctional Center (WCCC), is a 15-bed reintegration, work furlough program for female offenders who have completed substance abuse treatment while incarcerated. The Bridge Program participants have completed the Ke Alaula Therapeutic Community, Outpatient or Intensive Outpatient (IOP) substance abuse services at WCCC. The program assists in providing transitional opportunities from institutional to community living through work furloughs and community re-socialization furloughs. The Bridge Program uses the abstinence-based, cognitive behavioral approach to recovery from **substance abuse** and criminality **which is also** used in the primary treatment programs in the facilities. Five (5) of the fifteen (15) beds have been identified for those offenders that have been diagnosed as having co-occurring disorders.

B. Purpose or Need

The purpose of the Bridge Program is to successfully reintegrate the offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society. A significant number of Bridge participants are offenders with co-occurring mental health and substance use disorders. These offenders with co-occurring disorders are at high risk for recidivism. Recidivism is due in part because the "dual disorders" are not diagnosed or are inadequately addressed during their incarceration. Specialized services are needed to address the identified problem areas for the **estimated 5** female offenders identified as needing co-occurring treatment services in the Bridge program.

C. Description of the Goals of the Service

1. Screening for co-occurring disorders should be provided for all offenders placed in the Bridge program. Standardized screening approaches should include examination of the criminal justice history, mental health disorders, substance use disorders, the interactive effects of co-occurring disorders, motivation and readiness for treatment, suicidal thoughts and behavior, and infectious disease.

2. Treatment of offenders with co-occurring disorders should focus on obtaining integrated treatment services. Due to the chronic and relapsing course of severe mental illness and substance use disorders, a comprehensive range of services are required during the course of the offender's participation in the program. Treatment should include greater use of individualized counseling, greater emphasis on psycho-educational and supportive approaches.
3. Treatment services should be graduated in intensity and focus on motivation, persuasion, and commitment to recovery; and on the development of coping skills and lifestyle change.
4. Community supervision of offenders with co-occurring disorders requires additional monitoring to review abstinence and recurrence of symptoms, and to insure compliance with the conditions of the Bridge work furlough program.

D. Description of the Target Population to be Served

1. Inmates with 6 to 12 months before their tentative parole date.
2. Completion of primary substance abuse treatment while incarcerated and willingness to continue participation in substance abuse reintegration services. Substance abuse reintegration services will also be provided jointly with the Bridge counseling staff.
3. Inmates that meet the eligibility criteria for participation in the furlough program (Department of Public Safety Furlough Policy and Procedure, COR.14.15).

E. Geographic Coverage of Services

Services will be provided at the Women's Community Correctional Center (WCCC) and at the Service Provider's treatment office.

F. Probable funding amounts, source, and period of availability

The funding available for services under this request is estimated at \$36,000 for the period commencing on the date indicated on the Notice to Proceed for a period of 12 months. This contract may be extended for not more than two (2) additional twelve-month periods or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

II. General Requirements

- A. Specific Qualifications or Requirements, Including but not Limited to Licensure or Accreditation
1. Service provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
 2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict of interest and serve without compensation.
 3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
 4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
 5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
 6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one-year experience requirement, the service for which funds are being requested is a new service, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.

B. Secondary Purchaser participation

(Refer to §3-143-608, HAR)

There are no planned secondary purchasers; however, after the fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or Multi-term contracts to be awarded

☐ Single term (≤ 2 yr.) ☒ Multiple-term (> 2 yrs.)

Award shall be for the twelve (12) months period commencing on the date indicated on the Notice to Proceed. The contract may be extended for two (2) additional twelve (12) months or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

F. Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Marc S. Yamamoto
Department of Public Safety
Administrative Services Office – Purchasing and Contracts Section
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone: (808) 587-1215
Fax: (808) 587-1244
e-mail: marc.s.yamamoto@hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Service Provider must include a complete description of services and activities proposed to provide a comprehensive program for offenders with co-occurring disorders transitioning from incarceration to the community. This section shall include, at a minimum the following:

1. Screening

Department of Public Safety staff will complete initial substance abuse screens and mental health screens to determine the type of treatment services required.

2. Assessment Services

Service Provider will provide assessments of the newly admitted participants in the Bridge Program and develop an individualized treatment plan and a reentry/follow up plan. Assessment is an on-going process, and must consider new issues that arise, and new information that is obtained over the course of treatment. Key components that should be reviewed in the assessments of co-occurring disorders include the following:

- Symptoms of co-occurring disorders, including specific mental health and substance abuse symptoms, symptom severity, acute or chronic nature of symptom, and duration of disorder.
- Substance abuse history and patterns of current use, including the drug of choice, other secondary drugs, misuse of prescription drugs, reasons for substance abuse, context of substance abuse, periods of abstinence and how they were attained, treatment history, age of onset, frequency, amount, and duration of use, and patterns of high and low use, and types of treatment and ancillary services that are needed.
- Mental health history and current status, including significant past and current symptoms (i.e., suicidal, depression, anxiety, psychosis, paranoia, stress, self-image, inattentiveness, impulsiveness, hyperactivity), treatment history, the history of psychotropic medications and current use of medication, and patterns of denial and manipulation, and types of treatment and ancillary services that are needed.
- Interaction between the co-occurring disorders, including patterns of mental health symptoms and substance abuse, effects of mental health symptoms on substance abuse (and vice versa), and the chronology of mental health and substance use disorders.
- Family and social relationships, including social interactions and lifestyle, existing sources of social pressure to use drugs and alcohol, family history of mental health and substance use disorders, and evidence of current support systems. The stability of the home and effects of the home / other relevant social

environments (i.e., work, school) on abstinence from substance use.

- Medical history and current health status, including the history of injury and trauma, chronic disease, physical disabilities, substance toxicity and withdrawal, impaired cognition, neurological symptoms, and prior use of psychiatric medication.
- Criminal justice history and current status, including the record of prior juvenile and adult arrests and convictions, the history of incarceration in jail and prison, violent offenses, the most recent offense of record, and the history of community supervision.

3. Treatment Planning

The Service Provider shall develop a treatment plan with the offender, specific to her needs, based on the information obtained in the assessment. The Treatment Plan will include, but not limited to:

- Long term goals for treatment,
- Short term goals to address each problem area,
- Strengths possessed by the offender that will assist in achieving these goals,
- Objectives for each problem area listed,
- Specific strategies to be used to achieve the objectives,
- Target dates for achievement of each strategy,
- Treatment plan reviews,
- Community treatment resources.

4. Case Management

Service Provider will participate in regular meetings with the Bridge Staff and other members of the facility treatment team in order to insure appropriate treatment is being provided, and services are being coordinated properly.

Service provider may be asked to attend the Parole Board meetings, or other meetings that relate to the treatment of the offenders and the development of programs. Service provider shall assist facility staff with data collection and reports when necessary.

5. Referral and Discharge Planning

Service Provider will assist the offender with Discharge Planning that will include identification of Aftercare support, 12 Steps or other community sources of support, counseling resources for on-going family or other therapy, and referrals as appropriate. The Service Provider shall also ensure that Aftercare support is available for the offenders that have completed the treatment program and about to live independently in the community.

B. Management Requirements (Minimum and/or Mandatory Requirements)

1) Personnel

- a) The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.
- b) Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

2) Administrative

- a) Service Provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service Provider is required to meet the qualifying requirements specified in Chapter 103 F, Hawaii Revised Statutes.
- c) Service Provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service Provider shall supervise, train, and provide administrative direction relative to the delivery of services.

- e) Service Provider shall maintain and show proof of a liability insurance policy of at least one million dollars.
- f) The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).
- g) The Service Provider shall notify the correctional facility's Health Care Unit in advance and obtain authorization for any medical appointments in the community for the offender. All medication prescribed for the offender must be approved by the correctional facility's Health Care Unit. The Department of Public Safety will pay for all pre-approved medical and dental services for the offender.

3) Quality assurance and evaluation specifications

Service provider shall provide a detailed description of its qualifications, experience, and track record in providing social and residential services to the community in general and offender populations specifically. This section shall include:

- a) Resumes of the service provider's executive staff;
- b) List of experience as a service provider operating a residential program;
- c) List of experience as a service provider providing services to offenders;
- d) List of prior contracts with the public sector in providing residential services and discussions of any problems or difficulties encountered in prior contracts;
- e) Success service provider has had in recruiting and retaining quality staff; and
- f) Service provider's current financial statement and any financial audits completed in the last three years.

4) Required Data Reporting (Process Data)

- a) Total number of offenders referred for treatment.
- b) Total number of offenders accepted into treatment.
- c) Number of offenders who were terminated from treatment.

- d) Number of offenders returned to general population as a result of a misconduct violation (positive urinalysis, escape etc.)
- e) Number of offenders returned to general population as a result of a criminal offense.
- f) Number of offenders who were terminated from treatment as a result on non-compliance with the treatment plans.
- g) Number of offenders who completed treatment and placed on extended furlough.
- h) Number of offenders who completed treatment and paroled.

5) Required Performance Measures (Outcome Measures)

- a) Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b) Percent of participants who remain substance free during their entire length of participation in the program.
- c) Percent of participants who are paroled or released.

6) Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list of offenders they are treating by facility jurisdiction for drug testing purpose in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "Confidential" and forwarded to the Substance Abuse Services Branch.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each treatment service, whether completed or interrupted.
 - A roster of residents who attended each session.

- For absent resident, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Report of any knowledge of criminal activity by an inmate whether potential or actual, to the Department in accordance with agreed upon procedures.

7) Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

8) Units of service and unit rate

Proposal must include a description of how each component will be integrated into the treatment services and a description of the community resources which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable as well as the estimated number of units to be provided.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

- 1) The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing substance abuse programs;
2. List of experience as an agency providing services to offenders and their families;
3. List of contracts performed for the Department of Public Safety, if applicable;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities

meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.

b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a comprehensive program for female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

v. Financial

A. Pricing Structure

Applicant shall submit a cost proposal based on the unit of service. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the number of units to be provided. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget
 SPO-H-205A, Organization-Wide Budget By Source of Funds
 SPO-H-206A, Budget Justification – Personnel – Salaries and Wages
 Special instructions are located in section 5.

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. 4 Pts
-

B. Experience

- Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application. 4 Pts
-

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. 4 Pts
-

D. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community. 4 Pts
-

E. Facilities

- Adequacy of facilities relative to the proposed services. 4 Pts
-

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 3 Pts
 - Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 3 Pts
 - Subcontractors qualifications and past experience. 2 Pts
-

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 4 Pts
 - Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 3 Pts
-

3. Service Delivery (55 Points)

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- Case management services, record keeping, report writing 20 Pts
 - Basic services to be provided 10 Pts
 - Range of services 10 Pts
 - Treatment to fluctuating population with changing needs 5 Pts
 - Flexibility of treatment programs 5 Pts
 - On site supervision of offenders 5 Pts
-

4. Financial (10 Points)

Competitiveness and reasonableness of unit of service, as

applicable.

Adequacy of accounting system.

Financial stability of the applicant

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____ RFP No.: PSD 13-CPS/BP-26

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	With proposal	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications				
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Certificate of Liability Insurance			With proposal	

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing	7
1.	Proposed Staffing	7
2.	Staff Qualifications	9
B.	Project Organization.....	10
1.	Supervision and Training	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	